



Swim England East Region
Minutes of the Board of Directors
10th February 2026 at 19:00, via Zoom

Present:	Stewart Murray (SMu)	Regional Chairman
	Keith Belton (KB)	Finance Manager
	Gerry Metcalf (GM)	Vice Chairman
	Ian Mackenzie (IM)	Director
	Sheila Mackenzie (SMa)	Director
	Tom Baster (TB)	Director
	Helen Stephens (HS)	Director

Also in attendance:

Jo Stalley (JSt), Regional Operations Officer (standing in for James Salmon)

26/017

Apologies and introductions

- 26/017.1 Apologies were received from James Salmon (JSa), Regional Manager.
- 26/017.2 JSt was welcomed to the meeting.

26/018

Declarations of conflict of interest

- 26/018.1 No declarations of conflict of interest were made.

26/019

Minutes

- 26/019.1 SMa raised three queries regarding the January minutes.
Item 26/010.2 - Personnel concerns: SMa asked whether Swim England had clarified regional contacts.
SMu reported that the new organisational structure now identifies regional points of contact for HR (Human Resources), Club and Community, Learn-to-Swim, and Business Engagement. He noted that response times remain variable but that the risk has reduced.
SMu outlined the regional points of contact:
 - HR: Hannah Freeman - who has already asked for one-to-ones with SMu and JSa to understand HR support needs
 - Club and Community: Sarah Barrow
 - Learn-to-Swim Coordinator: Dave Rayner
 - Business Engagement: Leslie Bryan - for support with pool providers and communicationsSMu reported that he intends to invite the Swim England regional contacts (now termed as the 'squad') to give a presentation to the Board. The regional contacts



are Sarah Barrow, Leslie Bryan, Dave Rayner, and Hannah Freeman. The Welfare position remains unfilled at present.

SMu will invite them to a Board meeting to introduce themselves and give a brief summary of what they are doing and what their role entails.

26/019.2 Item 26/011.8 - Brocket Diving Academy

SMA requested clarification regarding Brocket Diving Academy's continued operation.

JSt explained that Brocket Diving Academy remains active pending Hatfield Diving Club's completion of affiliation.

JSt explained that Brocket did not hold their Special General Meeting correctly in December to dissolve the club, but they agreed with the new people at Hatfield that Brocket would continue until Hatfield was properly set up. Brocket had to complete the renewal process and ensure members could continue diving. Brocket is still running sessions because Hatfield has not yet completed their affiliation process.

26/019.3 Item 26/011.9 - Regional squad role:

SMA asked for clarification on what a 'regional squad role' involves.

JSt explained that Swim England uses "squad" to refer to the group of regional support contacts.

SMu confirmed that he would check with James for the latest organisational chart showing regional contacts and would circulate it to Board members. JSt actioned this during the meeting. SMu noted the chart is subject to change.

26/019.4 The minutes of 13th January 2026 were approved as an accurate record, subject to the clarifications provided above.

26/020 Matters arising – using the Action Log

26/020.1 Stock insurance: KB reported no progress. The action remains ongoing.

26/020.2 County governance: Staff changes have delayed confirmation from Swim England. A potential governance appointment is expected in 6–8 weeks.

26/020.3 Audit, Risk & Probity (ARP) Terms of Reference: This is with the ARP Chairman for review.

26/020.4 Diving apprenticeship scheme: Awaiting update from JSa

26/020.5 Advert for new Board members: Draft prepared - to be circulated for Board comment. (See item 26/029.1 for discussion of the draft advert.)

26/020.6 Contact all Leadership Group Managers and Officers regarding re-election at the Annual General Meeting (AGM): SMu noted that the job descriptions have been circulated.

SMu reported that he had confirmation of one nomination

26/020.7 Board members to provide input on the annual report content: KB intends to revise the draft and reshare for final comments.



26/021 Ratification of items agreed since 9th December 2025

26/021.1 No items required ratification.

26/022 Finance

26/022.1 KB presented the January finance reports. He noted that it was a quiet time of year across various areas, and that there was nothing particularly notable in the reports. He is working on the accounts in readiness for their examination.

26/022.2 Water polo budget and plan:

KB reported receiving an updated water polo plan and budget.

KB intends to review both documents and then send them out to Board members for approval or further questions.

26/022.3 SumUp terminal for door takings:

KB reported that Amy Davis and Emma Winter have been discussing obtaining a SumUp terminal for collecting door takings at events. KB believes this is sensible. A SumUp terminal only costs about £20, but unfortunately the SumUp account is a problem. KB has access via an ID and password, but the two-factor authentication requires a code which KB cannot access independently.

Further work is needed to get the account into a proper state where both JSt and KB have access, and others can have delegated access.

SMu asked if this should be added to matters arising for the next meeting to track progress. KB agreed this should be monitored.

Action: Track progress on regularising SumUp account access (KB).

26/022.4 No other questions were raised regarding finance.

26/023 Leadership Group minutes

26/023.1 Disability:

It was noted that a reduction in financial support for classification will create an estimated shortfall of ~£500. KB expressed concern over unexpected Swim England funding changes.

GM noted that the Masters discipline is anticipating similar reductions and has sought clarification.

SMu raised these issues with Swim England's Chief Executive Officer, highlighting the need for transparency in future funding revisions.

26/023.2 No further questions were raised regarding the Disability Leadership Group minutes.

26/023.3 Swimming Officials Group (SOG):

It was noted that a correction was required to meeting minutes where "Winter Championships" should refer to "Long-Course Championships." SMu asked JSt to record the correction and request that the minutes be amended.



- 26/023.4 Officials Training and Development Working Party:
SMa asked about the recruitment process for the Officials Training and Development Working Party. She asked if it was open recruitment where anybody could apply.
GM confirmed that it was open recruitment.

- 26/023.5 Referee training applications:
SMu noted that there appears to be a good number of applications for referee training coming through for the next year.
SMu asked GM if David Metcalf (DM) now has a clearer understanding of the process and if it has been circulated for people to apply. GM confirmed this is correct and reported there are now 18 applicants, with another one received over the weekend.

- 26/023.6 No other questions were raised regarding the SOG minutes.

26/024

Risk Register

- 26/024.1 SMu reported that the Board had discussed the risk regarding support and staffing at Swim England earlier in the meeting. He did not believe that there had been any other changes to the risk register.
26/024.2 The Board confirmed they were happy with the current level of risk. No changes were proposed to the risk register.

26/025

Regional Manager's report

- 26/025.1 The Regional Manager's report was circulated prior to the meeting.
26/025.2 Harlow Penguins SC / Dunmow Atlantis SC merger:
GM asked if the merger was going through for the planned date. JSt confirmed that this was the plan.
JSt reported that everything seems to be progressing well. The Region has seen communications from Dunmow regarding reorganising their squads across Harlow and Dunmow, and everybody appears to be happy.
Dunmow do not want Harlow parents to have to travel all the way to Dunmow, so they are trying to keep the two clubs training in their own towns while bringing them together to create the new squad system.
JSt reported one negative situation. Chris Galer had a conversation with a parent who was unhappy about her twin sons being scheduled to train at different pools in different towns at the same time, making it logistically impossible for her to manage. Chris advised her to approach the club and explain her situation.
Dunmow contacted the Region yesterday with a proposed name for the new club. Unfortunately, it was not suitable as the word 'Essex' was part of the club's name. Essex cannot be used as it is the county name. Chris has explained what they need to do regarding choosing a geographical reference point to create a new name.



SMu stated he believes the transition has gone as well as it could have done. He thanked both JSt and Chris Galer for the significant time they have invested in supporting the merger.

Dunmow has a Special General Meeting scheduled for 12th February to ratify the merger from their perspective. If approved (which is hopefully expected), the new club will be formed on 14th February as planned.

SMu expressed the hope that the swimmers will remain training in the pools they are used to in their respective areas.

26/025.3 SMA asked about representation at Swim England's "Summit"; SMu advised no regional invitations had been issued and expressed concern over its commercial nature and weekday scheduling.

26/025.4 No other questions were raised regarding the Regional Manager's report.

26/026

Annual General Meeting (AGM) preparation

26/026.1 SMu stated this agenda item was included as a reminder that the AGM is scheduled for April.

JSt confirmed that JSa is working on the AGM preparation.

26/027

Face-to-face Board meeting

26/027.1 SMu asked if there were any objections to planning the face-to-face meeting for 15th November in conjunction with the Masters Inter-County event.

26/027.2 The Board agreed that the next in-person meeting should again coincide with the Masters Inter-County event in mid-November, avoiding Remembrance weekend.

Tentative date: **15th November 2026** (subject to venue confirmation).

26/028

Diversity and Inclusion update

26/028.1 SMu noted that there had been substantial work prior to the end of the year.

26/028.2 HS reported that all key Swim England staff previously leading on Diversity and Inclusion (D&I) have left and the initiative is currently stalled.

26/028.3 HS reported that a survey was conducted across the Regions, but there was no background information provided about what was being assessed. A list of areas was provided where the Region needs to improve, but there was no explanation of what criteria or data were being used to determine that improvement was needed.

26/028.4 HS confirmed that there was no indication of future meetings or support.

SMu offered to raise this matter at one of the next Regional Chairs catch-up meetings.

26/028.5 KB asked if there were any significant matters identified in the survey where the Region could proceed independently.

HS stated that the survey results were 'very vague.' She offered to ask JSa to circulate the survey results for the East Region so everyone on the Board can review them.

The Board agreed that this would be helpful.

Action: HS to arrange for the survey results to be circulated to the Board



26/029

Any other business

- 26/029.1 SMu shared a draft recruitment advert for new Board members and welcomed critique, comments, and suggestions.
- SMu acknowledged that the Finance Manager role is not one which can be easily backfilled in a short period of time, hence the proactive recruitment approach.
- IM noted that Board members also become Trustees, which may eliminate some candidates. He suggested that the advert needs to explain that Swim England East Region is a charitable organisation.
- SMu proposed circulating the draft to all Board members for their feedback.
- Action: SMu to circulate draft Board recruitment advert to all Board members for feedback. KB to review legal aspects**

- 26/029.2 Licensing Officer vacancy
- TB confirmed that the role descriptor has been updated and will be included in the forthcoming nomination cycle.

- 26/029.3 Director rotation
- Clarification was sought on which Directors are due to resign by rotation at the AGM.
- KB stated that he is probably the longest-serving Director since the last election, so would be one of the two who resigns and can stand for re-election.
- Action: SMu to confirm with JSa which Directors are due for resignation. All Directors to consider their positions.**

26/030

Confidential items

- 26/030.1 No confidential items were discussed.

26/031

Date for the next Board meeting

- 26/031.1 The next Board meeting is scheduled for 10th March 2026 at 19:00, via Zoom.